



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office  
2 Coral Circle • Monterey Park, CA 91755  
323.890.7001 • TTY: 323.838.7449 • [www.lacdc.org](http://www.lacdc.org)



**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**Cordé D. Carrillo**  
Acting Executive Director

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, JANUARY 28, 2009  
12:00 NOON  
HEADQUARTERS  
2 CORAL CIRCLE  
MONTEREY PARK, CA 91755  
(323) 890-7001**

= = = = = = = = = = = = =

1. **Call to Order**
2. **Roll Call**

**Severyn Aszkenazy, Chair**  
**Adriana Martinez, Vice Chair**  
**Philip Dauk**  
**Lynn Caffrey Gabriel**  
**Henry Porter, Jr.**  
**Alberta Parrish**

3. **Reading and Approval of the Minutes of the Previous Meetings**

Regular Meeting of December 17, 2008

4. **Report of the Executive Director**

5. **Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

6. **Staff Presentations**

No Staff Presentations

## **Regular Agenda**

### **7. Approve Construction Contract for Nueva Maravilla Wood Repair Project (District 1)**

Recommend that the Board of Commissioners find that the approval of a Contract for exterior improvements at the Nueva Maravilla housing development is exempt from CEQA; approve and authorize the Acting Executive Director to execute a Contract in the amount of \$99,594 to AZ Home, Inc. to complete the exterior improvements at the Nueva Maravilla housing development; authorize the Acting Executive Director to use a total of \$99,594 in Community Development Block Grant (CDBG) funds allocated to the First Supervisorial District for the purposes described herein; and authorize the Acting Executive Director to approve Contract change orders not exceeding \$19,918 for unforeseen project costs, using the same source of funds. (APPROVE)

### **8. Recommendation to Discontinue Newspaper Advertising**

Recommend that the Housing Commission authorize the Housing Authority to discontinue newspaper advertising for procurement solicitations, to be effective upon approval. (APPROVE)

### **9. Housing Commissioners Comments and Recommendations for Future Agenda Items**

Housing Commissioners may provide comments or suggestions for future Agenda items.

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 2 Coral Circle in the City of Monterey Park. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 838-5051, or by e-mail at [marisol.ramirez@lacdc.org](mailto:marisol.ramirez@lacdc.org), from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, December 17, 2008

The meeting was convened at the South Bay Gardens Housing Development located at 230 East 130<sup>th</sup> Street, Los Angeles, California.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Severyn Aszkenazy at **12:22** p.m.

<b>ROLL CALL</b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Severyn Aszkenazy	X	
Adriana Martinez		X
Philip Dauk	X	
Lynn Caffrey Gabriel	X	
Henry Porter, Jr.	X	
Alberta Parrish		X

**PARTIAL LIST OF STAFF PRESENT:**

William Huang, Acting Executive Director  
Bobbette Glover, Assistant Executive Director  
Maria Badrakhan, Acting Assistant Executive Director, Housing Programs  
Margarita Lares, Director, Assisted Housing  
Esther Keosababian, Acting Director, Housing Management

**GUESTS PRESENT:**

The following South Bay Gardens Resident Council members attended the meeting:

Mary Martin, President  
Theresa Bryant, Vice President

**Reading and Approval of the Minutes of the Previous Meeting**

Commissioner Porter requested that the Minutes be corrected to reflect the following: Agenda Item No. 11, paragraph three, "Acting Executive Director".

On Motion by Commissioner Gabriel, seconded by Commissioner Porter, the Minutes of the Regular Meeting of November 19, 2008, were approved.

#### **Agenda Item No. 4 - Report of the Executive Director**

Mr. Huang announced that on January 6, 2009, the Board is expected to appoint Corde Carrillo as the new Acting Executive Director. Recruitment for a permanent Executive Director is being handled by the County Department of Human Resources and an announcement will be released soon.

HUD has extended relocation benefits to Ujima Village residents through December 19, 2008. Residents must provide a signed lease or proof of tenancy approval in order to receive these benefits. Overland Pacific & Cutler, a relocation firm, will assist market-rent residents. Since the approval of relocation benefits by the Board, five residents are being processed and five have requested relocation appointments. Only two residents have not responded. All remaining residents will receive 90-Day Notices. Commissioner Porter asked for clarification on noticing requirements. Ms. Glover responded that market-rent residents were given 90-Day Notices, consistent with Uniform Relocation Act requirements, which the Housing Authority follows. Ms. Glover stated that a recommendation on the disposition of Ujima Village was to go to the Board by January 12, 2009; however, a 60-day extension is being requested in order to brief Supervisor Ridley-Thomas.

#### **Agenda Item No. 5 – Public Comments**

No public comments were received.

#### **Agenda Item No. 6 - Staff Presentations**

Geoffrey Siebens presented the Construction Management Quarterly Report and responded to questions.

Commissioner Aszkenazy requested updates on the Conventional and non-Conventional housing inventory list and suggested that a row for summary totals be added which identifies the number of Housing Authority-owned projects and the number of developments with projects in progress, as well as separate identifications of the years built and acquired.

#### **Regular Agenda**

**On Motion by Commissioner Gabriel, seconded by Commissioner Porter, and unanimously carried, the following was approved by the Housing Commission:**

APPROVE CONSTRUCTION CONTRACT FOR BANDERA AND 87<sup>TH</sup> STREET  
HOUSING DEVELOPMENTS EXTERIOR IMPROVEMENTS PROJECT  
(DISTRICT 2)  
AGENDA ITEM NO. 7

1. Recommend that the Board of Commissioners find that the approval of a Contract for exterior improvements at the Bandera and 87<sup>th</sup> Street housing developments is exempt from the provisions of the California

Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.

2. Recommend that the Board of Commissioners approve and authorize the Acting Executive Director to execute a Contract in the amount of \$89,000 to Ventura Construction, Inc. to complete the exterior improvements at the Bandera and 87<sup>th</sup> Street housing developments, following approval as to form by County Counsel and to be effective upon issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Acting Executive Director to use a total of \$89,000 in Community Development Block Grant (CDBG) funds allocated to the Second Supervisorial District and included in the Housing Authority's approved Fiscal Year 2008-2009 budget for the purposes described herein; and authorize the Acting Executive Director to approve Contract change orders not exceeding \$17,800 for unforeseen project costs, using the same source of funds.

**On Motion by Commissioner Porter, seconded by Commissioner Gabriel, and unanimously carried, the following was approved by the Housing Commission:**

APPROVE THE CORRECTIVE ACTION PLAN FOR THE HOUSING CHOICE  
VOUCHER PROGRAM (ALL DISTRICTS)  
AGENDA ITEM NO. 8

1. Recommend that the Board of Commissioners find that the approval of the Corrective Action Plan (CAP) for the Housing Choice Voucher Program, as described herein, is not subject to the provisions of the California Environment Quality Act (CEQA) because the activity is not defined as a project under CEQA.
2. Recommend that the Board of Commissioners approve and instruct the Chairman to sign the CAP, attached in substantially final form, for submission to the U.S. Department of Housing and Urban Development (HUD).
3. Recommend that the Board of Commissioners instruct the Acting Executive Director to sign the CAP and take all actions required for its implementation.

**On Motion by Commissioner Porter, seconded by Commissioner Gabriel, and unanimously carried, the following was approved by the Housing Commission:**

**APPROVAL OF THE 2009 MEETING SCHEDULE  
AGENDA ITEM NO. 9**

The Board of Commissioners approved the modified 2009 Meeting Schedule.

**On Motion by Commissioner Porter, seconded by Commissioner Dauk, and unanimously carried, the following was approved by the Housing Commission:**

**ELECTION OF CHAIR AND VICE-CHAIR FOR 2009  
AGENDA ITEM NO. 10**

Commissioner Aszkenazy was elected Chair effective with the January 28, 2009 meeting.

Commissioner Gabriel was elected Vice-Chair effective with the January 28, 2009 meeting.

**Agenda Item No. 11 – Housing Commissioner Comments and Recommendations for Future Agenda Items**

Commissioner Gabriel and Commissioner Porter wished everyone happy holidays.

Commissioner Porter requested clarification on the Housing Authority's procurement process, pointing out that Agenda Item No. 7, page three, paragraph two, states that 19 out of 651 licensed contractors responded to the Invitations for Bid. Ms. Glover responded that a recommendation to modify the procurement process is being prepared for approval by the Housing Commission.

Commissioner Porter asked if there is a succession policy for Housing Authority-assisted tenants. Ms. Glover responded that there is a residual rights clause that applies to family members under contract. Ms. Keosababian added that if a Conventional Public Housing head of household leaves, the remaining family members can remain on the lease but a new head of household must be identified and the contract renewal date will remain the same. Ms. Lares added that the Section 8 Program allows participation to transfer to a surviving spouse.

Commissioner Porter commented on the article regarding the City of Los Angeles, pertaining to public housing, and the confusion the writer made between the County Housing Authority and the City Housing Authority. Ms. Glover responded that this is a common error.

Commissioner Porter asked for an update on the Palmdale Housing Authority. Ms. Lares stated that the only update is that a study was conducted in November. Ms. Glover added that a meeting in January was postponed and a new date has not been set.


Commissioner Aszkenazy congratulated Bill Huang for his time and service as Acting Executive Director.

Commissioner Aszkenazy requested a new organizational chart. He thanked staff for the articles provided each month and for their continued support throughout the year. He wished everyone a Happy New Year.

Commissioner Aszkenazy announced the passing of Syed Rushdy who worked at the Commission for 16 years and retired last year. The meeting was adjourned in his memory.

On Motion by Commissioner Porter the Regular Meeting of December 17, 2008, was adjourned at 1:06 p.m.

Respectfully submitted,

  
for CORDE D. CARRILLO  
Acting Executive Director  
Secretary -Treasurer



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • TTY: 323.838.7449 • [www.lacdc.org](http://www.lacdc.org)



**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Cordé D. Carrillo**  
*Acting Executive Director*

January 28, 2009

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE CONSTRUCTION CONTRACT FOR NUEVA MARAVILLA WOOD REPAIR  
PROJECT (DISTRICT 1)**

**SUBJECT**

This letter recommends approval of a Construction Contract (Contract) with AZ Home, Inc. to replace termite damaged exterior wood trim of fascia boards, window sills, rough framing, base boards and minor drywall replacement for the Nueva Maravilla housing development, located at 4919 Cesar E. Chavez Avenue in unincorporated East Los Angeles.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that the approval of a Contract for exterior improvements at the Nueva Maravilla housing development is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve and authorize the Acting Executive Director to execute a Contract in the amount of \$99,594 to AZ Home, Inc. to complete the exterior improvements at the Nueva Maravilla housing development, following approval as to form by County Counsel and to be effective upon issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.





3. Recommend that the Board of Commissioners authorize the Acting Executive Director to use a total of \$99,594 in Community Development Block Grant (CDBG) funds allocated to the First Supervisorial District and included in the Housing Authority's approved Fiscal Year 2008-2009 budget for the purposes described herein; and authorize the Acting Executive Director to approve Contract change orders not exceeding \$19,918 for unforeseen project costs, using the same source of funds.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to award a Contract to complete exterior improvements at the Nueva Maravilla housing development.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$99,594 in CDBG funds allocated to the First Supervisorial District by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2008-2009 budget. A 20% contingency, in the amount of \$19,918, is also being set aside for unforeseen costs, using the same source of funds.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The scope of work for the exterior improvements at the Nueva Maravilla housing development includes the replacement of termite damaged exterior wood trim of fascia boards, window sills, rough framing, base boards and minor drywall replacement.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, AZ Home, Inc. will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Housing Authority has selected AZ Home, Inc. to complete the exterior improvements. The Contract has been approved as to form by County Counsel and executed by AZ Home, Inc.

### **CONTRACTING PROCESS**

On October 30, 2008, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were mailed to all 621 Class B licensed contractors identified from the Housing Authority's vendor list. Advertisements also appeared in eight local newspapers and on the County WebVen website. Eighteen bid packages were requested and distributed.

On December 4, 2008, eight bids were received and formally opened. The lowest bidder, AZ Home, Inc., was determined to be the most responsive and responsible and is being recommended for the Contract award. The Summary of Outreach Activities is provided as Attachment A.

### **ENVIRONMENTAL DOCUMENTATION**

Pursuant to Title 24 of the Code of Federal Regulations, Section 58.35 (a) (3) (ii), this action is excluded from the National Environmental Policy Act (NEPA) because it involves activities that will not alter existing environmental conditions. The action is exempt from the provisions of CEQA pursuant to State CEQA Guidelines Section 15301 because it does not have the potential for causing a significant effect on the environment.

### **IMPACT ON CURRENT PROJECT**

The award of the Contract will improve the exterior appearance of the Nueva Maravilla housing development and continue to provide the residents with decent, safe and sanitary living conditions.

Respectfully submitted, -

  
CORDE CARRILLO  
Acting Executive Director

Attachments: 2

## ATTACHMENT A

### Summary of Outreach Activities

#### Nueva Maravilla Termite Wood Repair Project

On October 30, 2008, the following outreach was initiated to identify a contractor for the exterior improvements at the Nueva Maravilla housing development located at 4919 Cesar E. Chavez Avenue in unincorporated Los Angeles County.

#### A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

Dodge Construction News	Los Angeles Sentinel
Eastern Group Publications	Los Angeles Times
International Daily News	The Daily News
La Opinion	Wave Community Newspapers

An announcement was also posted on the County website.

#### B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 621 B-licensed contractors, of which 526 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, eighteen bid packages were requested and distributed.

#### C. Pre-Bid Conference and Site Walk

On November 12, 2008 a mandatory pre-bid conference and site walk was conducted. Nineteen firms were in attendance.

#### D. Bid Results

On December 4, 2008, a total of eight bids were received and publicly opened. The bid result was as follows:

<u>Company</u>	<u>Bid Amount</u>
AZ Homes Inc	\$ 99,594.00
Carrol Construction	\$130,382.00
Omega Construction Inc.	\$139,558.00
Spec. Construction	\$154,392.89
Remodel to Sell Inc.	\$179,930.00

ZK Construction	\$186,440.00
Ventura Construction Inc.	\$264,350.00
PBC Inc.	\$388,222.50

E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
AZ Homes	Non-Minority	Total: 14 7 Minorities 2 Women 50% Minorities 14% Women

F. Minority/Female Participation – Contractors Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Corral Construction	Minority	Total: 5 5 Minorities 1 Woman 100% Minorities 20% Women
Omega Construction Co. Inc.	Non-Minority	Total: 5 2 Minorities 1 Woman 40% Minorities 20% Women
Spec. Construction Co. Inc	Non-Minority	Total: 16 6 Minorities 2 Women 38% Minorities 13% Women
Remodel To Sell Inc.	Minority	Total: 1 1 Minority 0 Women 100% Minorities 0% Women
ZK Construction	Non-Minority	Total: 4 1 Minority 0 Women 25% Minorities

		0% Women
Ventura Construction Inc.	Non-Minority	Total: 4
		0 Minorities
		1 Woman
		0% Minorities
		25% Women
Professional Building Contractors Inc.	Non-Minority	Total: 48
		43 Minorities
		2 Women
		90% Minorities
		4% Women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

## ATTACHMENT B

### Contract Summary

**Project Name:** Nueva Maravilla Termite Wood  
**Location:** 4919 Cesar E. Chavez Avenue, Los Angeles, CA 90022  
**Bid Number:** CDC08-661  
**Bid Date:** December 4, 2008  
**Contractor:** AZ Homes Inc.  
**Services:** Replacement of termite damaged exterior wood trim of fascia boards, window sills, rough framing, base boards and minor drywall replacement. These new materials shall be painted to match existing surfaces of the buildings

**Contract Documents:** Part A – Instructions to Bidders and General Conditions; Part B – Specifications; Part C – Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all Addenda to the Contract Documents.

**Time of Commencement and Completion:** The work to be performed under this Contract shall be commenced within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within one hundred twenty (120) calendar days following the required commencement date.

**Liquidated Damages:** In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Four Hundred Dollars and Zero Cents (\$400.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

**Contract Sum:** The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **Ninety-nine Thousand Five Hundred Ninety-four Dollars and Zero Cents (\$99,594.00)**. The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency:** \$19,918.00

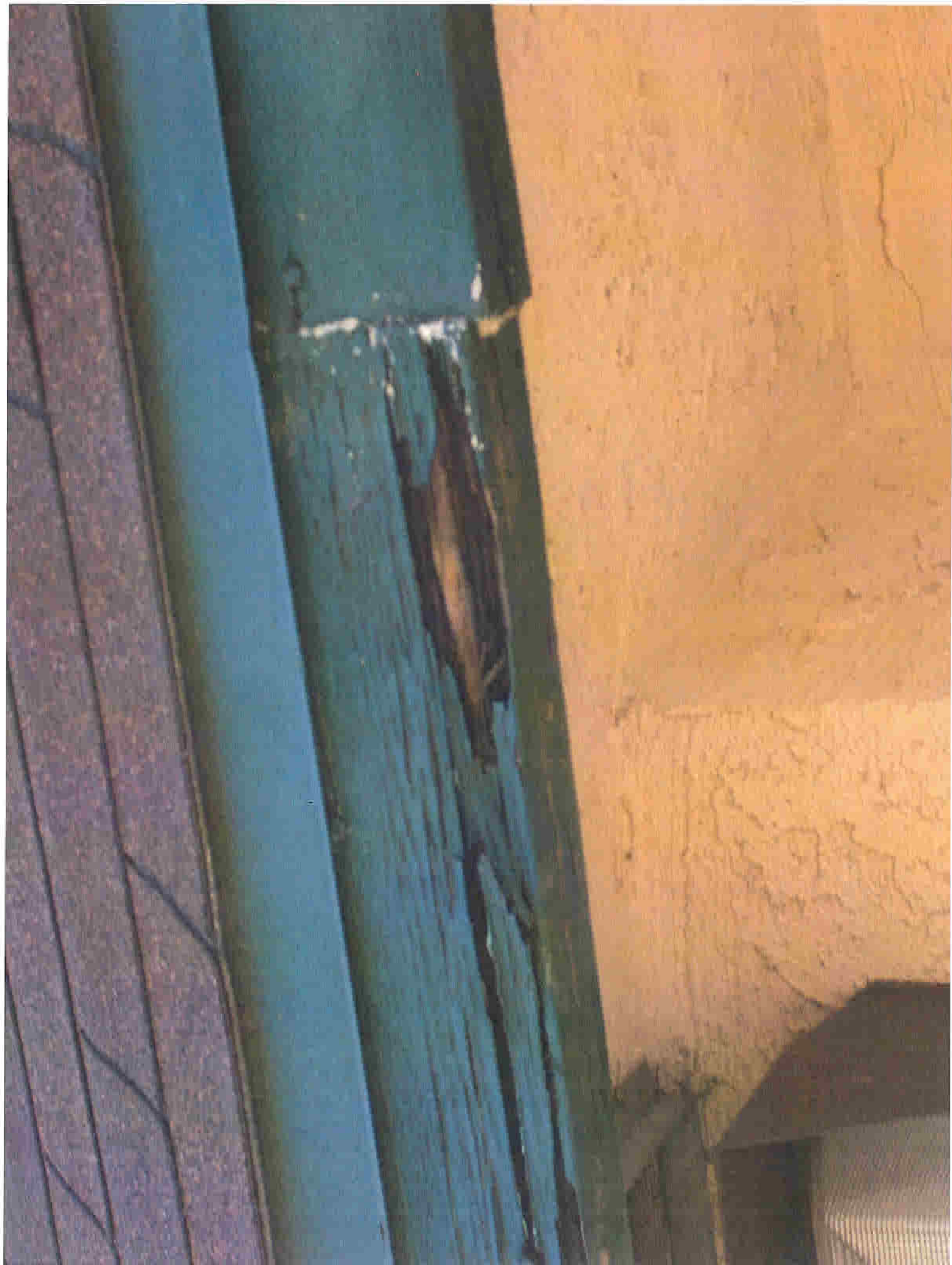












## **Housing Authority - County of Los Angeles**

January 28, 2009

TO: Housing Commissioners

FROM: *for* Corde D. Carrillo, Acting Executive Director *Bobbette A. Glover*

**SUBJECT: RECOMMENDATION TO DISCONTINUE NEWSPAPER ADVERTISING**

The Community Development Commission of the County of Los Angeles (Commission) and Housing Authority of the County of Los Angeles (Housing Authority) is updating its Procurement Policies and Procedures Manual to conform with HUD's *Procurement Handbook for Public Housing Agencies* (No. 7460.8 REV 2). In compliance with HUD guidelines, the Commission and Housing Authority wish to discontinue newspaper advertising for procurement solicitations.

The Commission and Housing Authority will continue to advertise all procurement solicitations of \$10,000 or more on the County's website and the Commission and Housing Authority's websites. This method of advertising has proven to be very effective. Since the inception of the Commission/Housing Authority's on-line posting of procurement opportunities in March, 2007, we have experienced 31,388 vendor-initiated downloads of solicitation packages. When vendors download a solicitation package, they are required to indicate how they were referred to the Commission's website for contracting opportunities. Less than 4% of respondents were referred from newspaper advertising. Although the Housing Commission requested several years ago that solicitations be advertised in numerous publications throughout the County (see Attachment), we can now demonstrate that newspaper advertising is not an effective means of outreach to vendors. The Commission and Housing Authority will continue to mail solicitation notices to everyone on our vendor list.

Internet usage has become quite common, particularly for vendors, and Internet-based advertising of contracting opportunities is both productive and cost-effective. The Commission and Housing Authority will realize a savings of \$175,000 per year with the discontinuation of newspaper advertising. Prior to implementing the new policy, we will publish two notices in each of the newspapers listed on the attached advising vendors of the new procedure and directing them to the Commission and Housing Authority's websites.

### **Recommendation**

It is, therefore, recommended that the Housing Authority discontinue newspaper advertising for procurement solicitations, effective upon Housing Commission approval.

Attachment

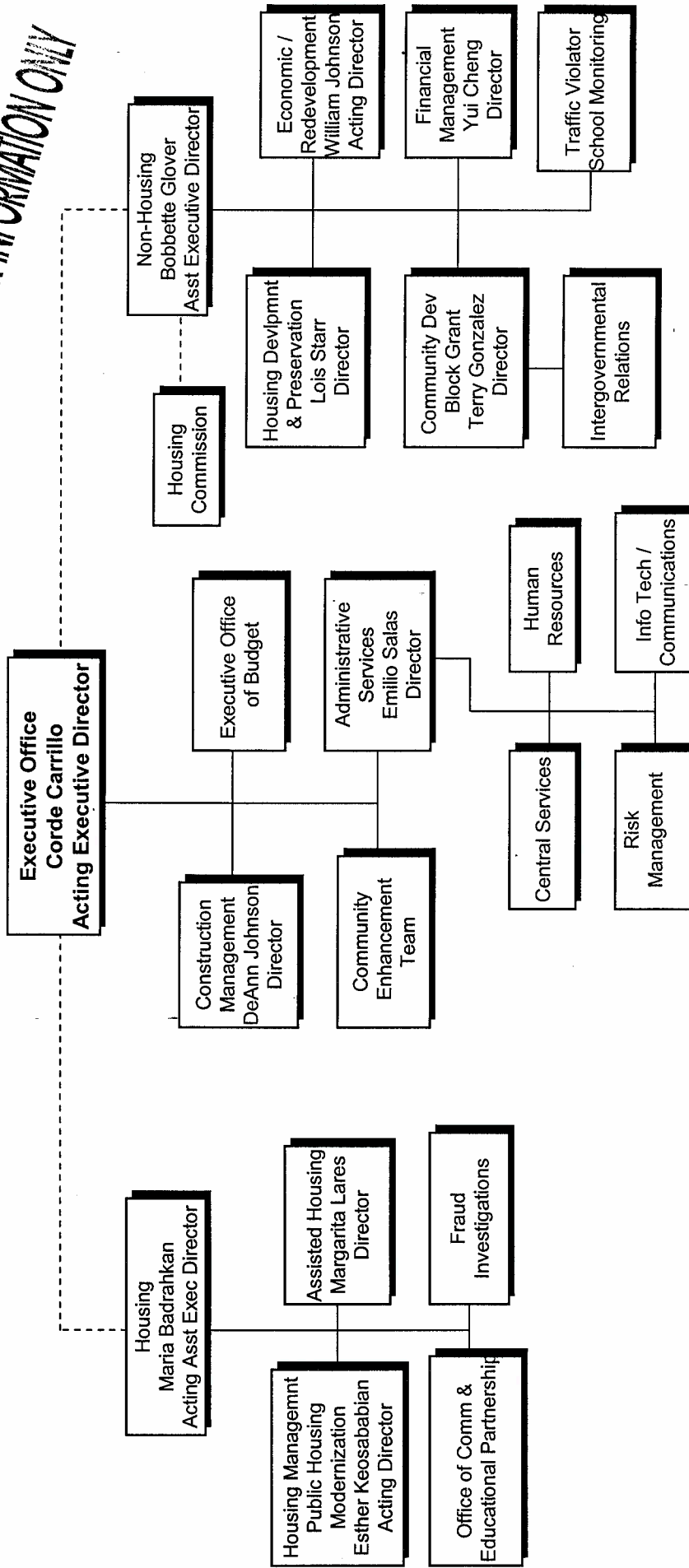
### **Newspaper Advertising for Housing Authority solicitations**

- Los Angeles Times
- La Opinion
- The Daily News
- International Daily News
- Los Angeles Sentinel
- Long Beach Press Telegram
- Eastern Group Publications
- Wave Community Newspapers (Selected Zones)
- Agua Dulce News (for service contracts in North County only)
- Dodge Green Sheet (construction-related bids only)

**FOR YOUR INFORMATION**

COMMUNITY DEVELOPMENT COMMISSION OF THE COUNTY OF LOS ANGELES  
 ORGANIZATION CHART  
 FISCAL YEAR 2008-09

*FOR YOUR INFORMATION ONLY*





## HOUSING AUTHORITY COUNTY OF LOS ANGELES - CONVENTIONAL AND NON-CONVENTIONAL HOUSING

FOR YOUR INFORMATION ONLY

GROUP NO.	SITE	ADDRESS	NO. OF UNITS	HUD DEV. NO.	PROJECT NUMBER	Year Built	Year Acquired
1	Carmelitos (family)	700 Via Wanda, Long Beach 90805	558	CA16P002001	SS1102	1939	1939
1	Carmelitos (senior)	761 Via Carmelitos, Long Beach 90805	155	CA16P002026	SS1102	1939	1939
	Total Unit Count: Carmelitos		713				
2	Harbor Hills (family/senior)	26807 S. Western Ave., Lomita 90717	301	CA16P002002	SS1203	1941	1941
	Total Unit Count: Harbor Hills		301				
3	Nueva Maravilla (family/senior)	4919 E. Cesar E. Chavez Ave., Los Angeles 90022	504	CA16P002004	SS1301	1943	1942
	Total Unit Count: N. Maravilla		504				
4	West Knoll (senior)	838 West Knoll Ave., West Hollywood 90069	136	CA16P002014	SS3001	1977	1979
4	Palm Apartments (senior)	959 Palm Ave., West Hollywood 90069	127	CA16P002014	SS3002	1978	1979
	Total Unit Count: West County I		263		Admin Project XX0930		
5	Marina Manor I (senior)	3401 Via Dolce, Marina Del Rey 90292	112	CA16P002013	SS3003	1983	1984
5	Marina Manor II (senior)	3405 Via Dolce, Marina Del Rey 90292	71	CA16P002027	SS3003	1983	1984
5	Ocean Park (family/senior)	175 Ocean Park Boulevard, Santa Monica 90405	22	CA16P002018	SS3006	1947	1986
5	Monica Manor (family)	1901-1909 11th Street, Santa Monica 90405	19	CA16P002097	SS3007	1987	1989
	Total Unit Count: West County Z		224		Admin Project XX0935		
6	Orchard Arms (senior)	23410-23540 Wiley Canyon Rd., Valencia 91355	183	CA16P002030	SS2001	1980	1980
6	Foothill Villa (senior)	2423 Foothill Boulevard, La Crescenta 91214	62	CA16P002029	SS2002	1981	1982
6	Quartz Hill I (family)	5028 West Avenue L-12, Quartz Hill 93536	20	CA16P002062	SS2003	1984	1984
6	Quartz Hill II (family)	42051 51th Street West, Quartz Hill 93536	20	CA16P002069	SS2003	1984	1984
	Total Unit Count: North County		285		Admin Project XX0920		
7	Francisquito Villa (family)	14622 Francisquito Ave., La Puente 91746	89	CA16P002015	SS4002	1979	1980
7	Carmelita Avenue (senior)	354-354 So. Carmelita Ave., Los Angeles 90063	2	CA16P002091	SS4003	1955	1985
7	McBride Avenue (family)	1229 So. McBride Ave., Los Angeles 90023	4	CA16P002021	SS4004	1968	1984
7	Williamson Avenue (family)	706-708 1/2 So. Williamson Ave., Los Angeles 90022	4	CA16P002020	SS4005	1972	1983
7	Triggs Street (family/senior)	4432-4434 1/2 Triggs St., Los Angeles 90023	4	CA16P002097	SS4006	1964	1983
7	Simmons Avenue (family)	927 So. Simmons Ave., Los Angeles 90022	4	CA16P002021	SS4007	1939	1983
7	4th & Mednick (family)	341 So. Mednick Ave., Los Angeles 90022	2	CA16P002034	SS4009	1985	1985
7	Arizona & Olympic (family)	1003-1135 So. Arizona Ave., Los Angeles 90022	18	CA16P002048	SS4010	1984	1985
7	Whittier Manor (senior)	11527 Slauson Ave., Whittier 90606	49	CA16P002033	SS4011	1985	1982
7	Herbert Ave (senior)	133 Herbert Ave., Los Angeles 90063	46	CA16P002058	SS4012	1985	1984
7	Sundance Vista (family)	10850 Laurel Ave., Whittier 90605	41	CA16P002156	SS4014	1999	1999
	Total Unit Count: East County		283		Admin Project XX0940		
8	El Segundo I (family)	1928/3749 E. El Segundo Blvd., Compton 90222	30	CA16P002023	SS5001	1972	1982
8	South Bay Gardens (seniors)	230 E. 130th St., Los Angeles 90061	100	CA16P002032	SS5002	1982	1983
8	1115-16 W. 90th St. (family)	1115-16 W. 90th St., Los Angeles 90044	18	CA16P002091	SS5005	1970	1984
8	El Segundo II (2140) (family)	2140-2144 1/2 E. El Segundo Blvd., Compton 90222	13	CA16P002052	SS5015	1982	1985
8	El Segundo II (2141) (family)	2141-2145 E. El Segundo Blvd., Compton 90222	5	CA16P002061	SS5015	1985	1985
8	9104-18 S. Bandera St. (family)	9104-18 S. Bandera St., Los Angeles 90002	8	CA16P002080	SS5016	1983	1983
8	1535 E. 83rd Street (family)	1535 E. 83rd St., Los Angeles 90002	2	CA16P002080	SS5017	1985	1985
8	1615-17 E. 87th Street (family)	1615-17 E. 87th St., Los Angeles 90002	4	CA16P002067	SS5018	1982	1985
8	8739 Beach St. (88th & Beach) (family)	8739 Beach St., Los Angeles 90002	4	CA16P002056	SS5019	1982	1985
8	4212-20 E. Addington Street (family)	4212-20 E. Addington St., Compton 90221	3	CA16P002071	SS5020	1982	1984
8	W. Imperial (family)	1221 & 1309 E. Imperial Hwy., Los Angeles 90044	9	CA16P002132	SS5026	1991	1992
8	Athens (family)	1120 W. 107th St., 1310 W. 110th St., & 11104 S. Normandie Ave., Los Angeles 90044	10	CA16P002127	SS5027	1988	1996
8	1527 E. 84th (family)	1527 E. 84th St., Los Angeles 90001	4	CA16P002107	SS5029	1998	1998
8	Jarvis Avenue (family)	12920 Jarvis Ave., Los Angeles 90061	1	CA16P002107	SS5030	1997	1997
8	Woodcrest I (family)	1239 W. 109th St., Los Angeles 90044	10	CA16P002066	SS5003	1983	1984
8	Woodcrest II (family)	1245 W. 109th St., Los Angeles 90044	10	CA16P002090	SS5003	1983	1984
8	1101-09 W. 91st (family)	1101-09 W. 91st St., Los Angeles 90044	16	CA16P002021	SS5006	1965	1983
8	1232-34 E. 119th (family)	1232-34 E. 119th St., Los Angeles 90059	2	CA16P002021	SS5007	1955	1986
8	1231-33 E. 61st (family)	1231-33 E. 61st St., Los Angeles 90001	6	CA16P002021	SS5008	1961	1983
8	1100 W. 106th Street (family)	1100 W. 106th St., Los Angeles 90044	10	CA16P002021	SS5009	1970	1984
8	1104 W. 106th Street (family)	1104 W. 106th St., Los Angeles 90044	10	CA16P002020	SS5009	1970	1984
8	1320 W. 107th (family)	1320 W. 107th St., Los Angeles 90044	18	CA16P002021	SS5010	1970	1984
8	11431-463 S. Normandie (family)	11431-463 S. Normandie Ave., Los Angeles 90047	28	CA16P002020	SS5011	1970	1984
8	1027-33 W. 90th (family)	1027-33 W. 90th St., Los Angeles 90044	6	CA16P002078	SS5014	1983	1986
8	W. 106th Street & Budlong (family)	1334-38 W. 106th St., 9410 & 11126 Budlong Ave., Los Angeles 90044	11	CA16P002079	SS5021	1983	1985
8	W. 94th & 95th Street (family)	1035-37 1/2 W. 94th St. & 1324 W. 95th St., Los Angeles 90044	8	CA16P002060	SS5022	1983	1985
8	W. 105th & 106th (family)	1336-40 W. 105th St. & 1057 W. 106th St., Los Angeles 90044	13	CA16P002124	SS5024	1991	1991
8	Century Wilton (family)	10025 Wilton Place, Los Angeles 90047	40	CA16P002020	SS5025	1965	1984
8	Villa Nueva RHCP (family)	11248 S. Budlong, Los Angeles 90044	6	CA16P002138	SS5028	1991	1996
8	111th & Firmona	11117 & 11119 Firmona Ave., Lennox 90304	2	Pending	SS5031	1967	2008
8	Lindsey	4621 & 4625 Linsley St., Compton 90221	2	Pending	SS5032	1967	2008
	Total Unit Count: South County		409		Admin Project XX0950		
Total Housing Authority-Owned - Conventional			2,962				
City of Lomita - Conventional	Lomita Manor (senior)	24925 Walnut St., Lomita 90717	78		SS1204	1985	1985
Non-Conventional Housing							
	Kings Road JPA (senior)	800-801 N. Kings Road., West Hollywood 90069	106	122-94014	UU0001	1980	1980
	Lancaster Homes (senior)	711-737 W. Jackman St., Lancaster 93534	120	122-94013	UU0002	1978	1979
	Santa Monica RHCP (family)	1855 9th St., 1450 14th St., & 2006 20th St., Santa Monica 90405	41	80-RHC-008	SS3005	1983	1984
	Villa Nueva RHCP (family)	958-676 S. Ferris Ave., Los Angeles 90022	21	80-RHC-008B	SS4013	1985	1985
	Willowbrook (family)	11718-11740 Willowbrook Ave., Los Angeles 90044	8	CA16-M000-385	SS6001	1975	1990
	Ujima Village (family/senior)	941 E. 126th St., Los Angeles 90059	300	CA16-E000-028	SS8001	1971	1995
Total Number of Units- Non Conventional			596				
Total Number of Units- HM			3,636				

**Modernization Construction Activity to be completed  
in FY 2008-09**

*FOR YOUR INFORMATION ONLY*

- |    |   |    |
|----|---|----|
| 1  | 106th Street- Fire damage & rehab                                 |    |
| 2  | 1101-1104 W. 106th Street - Drainage project                      |    |
| 3  | Arizona & Olympic-/Smoke Detectors                                |    |
| 4  | Carmelitos - Replace interior stair treads                        |    |
| 5  | Carmelitos Senior - Hallway painting and repairing stairs         |    |
| 6  | Carmelitos Senior - Replace carpet                                |    |
| 7  | Carmelitos-Replace Gas Lines Phase IV                             |    |
| 8  | Foothill Villa - Replace flooring                                 |    |
| 9  | Francisquito-Replace carpet                                       |    |
| 10 | Francisquito-Replace smoke detectors/exit signs                   |    |
| 11 | Francisquito-Replace windows and blinds                           | HM |
| 12 | Harbor Hills - Remodel kitchens Phase I                           |    |
| 13 | Herbert-Fire Alarm  |    |
| 14 | Herbert-Replace carpet  |    |
| 15 | Linsley and Firmona - General rehab.                              |    |
| 16 | Marina Manor I & II - Replace elevators                           |    |
| 17 | Marina Manor- Install awnings                                     |    |
| 18 | Marina Manor-Replace smoke detectors & exit signs                 |    |
| 19 | McBride-Paint Building exterior                                   | HM |
| 20 | Ocean Park-Termite Abatement                                      | HM |
| 21 | Palm-Replace smoke detectors                                      |    |
| 22 | Palm-Upgrade Elevator   |    |
| 23 | Quartz Hill-Replace air conditioners                              | HM |
| 24 | Scattered Sites - Replace gates at 13 sites                       |    |
| 25 | South Bay Gardens-Replace Elevator                                |    |
| 26 | SSS-CCTV at 4 sites   |    |
| 27 | Sundance Vista - Install irrigation and replace rear yard fencing |    |
| 28 | Westknoll-Replace smoke detectors                                 |    |
| 29 | Whittier Manor - Replace stair treads                             |    |
| 30 | Whittier Manor-Entry Door Replacement                             |    |

**30 Construction Contracts at 33 Housing Developments**

**Modernization Construction Activity anticipated to be completed  
in FY 2009-10**

- |    |  |  |
|----|--|--|
| 1  | Carmelitos- Parking Lots                               |  |
| 2  | Carmelitos Senior-ADA Kitchen remodels/smoke detectors |  |
| 3  | Carmelitos-Raised Garden Beds                          |  |
| 4  | Carmelitos-Resurface Playground                        |  |
| 5  | Foothill Villa-Elevator Upgrade                        |  |
| 6  | Foothill Villa-Replace smoke detectors                 |  |
| 7  | Francisquito Villa - Upgrade elevators                 |  |
| 8  | Harbor Hills - Remodel kitchens Phase II & III         |  |
| 9  | Harbor Hills-Parking Lots                              |  |
| 10 | Harbor Hills-Resurface Playground                      |  |
| 11 | Herbert - Upgrade elevator                             |  |
| 12 | Lomita Manor-Elevator Upgrade                          |  |
| 13 | Lomita Manor-Replace boilers/trash chutes              |  |
| 14 | Lomita Manor-Replace roof                              |  |
| 15 | Maravilla (Rosas)- Build Bridges to connect buildings  |  |
| 16 | Maravilla (Rosas)-Upgrade Elevator                     |  |
| 17 | Maravilla- Parking Lots                                |  |
| 18 | Marina Manor I & II - Replace security gates           |  |
| 19 | Ocean Park - Replace wall heaters                      |  |
| 20 | Ocean Park-Remodel kitchens/bathrooms                  |  |
| 21 | Ocean Park-Repair Stucco                               |  |
| 22 | Orchard Arms- Replace boilers/copper piping            |  |
| 23 | Orchard Arms- Smoke detectors                          |  |
| 24 | Orchard Arms-Elevator Upgrade                          |  |
| 25 | Orchard Arms-Repave driveway                           |  |
| 26 | Quartz Hill-Replace water valves                       |  |
| 27 | SSS-Vacant Unit Rehab at 4 sites                       |  |
| 28 | Whittier Manor- Smoke detectors                        |  |
| 29 | Whittier Manor-Elevator Upgrade                        |  |
| 30 | Woodcrest-Replace Roof                                 |  |

**Anticipating 30 Construction Contracts at 24 Housing Developments**



Weekly Relocation Status Report Summary for All Tenants		CONFIDENTIAL		Start Date: 06/13/08
Name of Property: Ujima Village Apts., Los Angeles, CA				
Period Ending:	1.16.09	31st Report		
Total# of fam. @ prop. Prior to start of relo: (PB8= 105, TB8= 34, MR= 20)		159		
Families that vacated w/o being relocated: (PB8 = 0, TB8 = 0)		0		
Families that deceased without being relocated: (PB8= 2, TB8= 0, MR= 0)		2		
Families that signed waiver not to relo.: (PB8 = 0, TB8 = 0, MR =0)		0		
Families not signing waivers but chose to remain at Ujima:		0		
<b>Initial/Later - det. no. of families to be relocated (PB8= 103, TB8=34, MR=20)</b>		<b>157</b>		
Total number of vouchers ordered for the PB8 =103, MR =20 families:		123		
Total # of vouchers issued by HACoLA (PB8= 52, MR= 2)		54		
Total # of HACoLA vouchers denied (PB8 = 0, TB8 =0, MR = 0)		0		
Total # of families determined ineligible for vouchers by HACoLA (PB8 =0, MR= 4)		4		
Number of HACoLA vouchers declined (PB8 =22, MR= 8)		30		
Number of families evicted (PB8 = 3, MR = 1)		4		
# of voucher issuance by HACLA, etc. (PB8 =19, MR = 0)		19		
Total # of vouchers potentially eligible for release (PB8=3, MR=3)		6		
123 families - 54 HACoLA iss. - 0 den. - 4 inelig. - 30 decl. - 4 evict. - 19 HACLA etc. iss. =6 remaining		<b>117</b>		
<b>Potential voucher excess (+) or shortage (-) (+)6</b>				
Number of units waiting inspection (PB8 =4, TB8 = 0, MR = 0)		4		
Number of families scheduled to move (PB8 = 2, TB8 = 0, MR = 0)		2		
Total Number of Evictions (PB8 = 3, TB8 = 0, MR = 1)		4		
<b>Number of families relo. (PB8 = 88, TB8 = 32, MR = 7)</b>		<b>127</b>		
Total # families remaining to relo. (PB8 = 12, TB8 = 2, MR = 12)		26		
		<b>157</b>		
Tot. # of fam. eligible to complete relo. Interview:		159 families - 2 deceased = 157 - 4 Evicted = 153		
Number of families interviewed to date:		148		
Number of families remaining to be interviewed:		5		
<b>Comments:</b> PB8 = Project-Based Sec. 8		TB8 = Tenant-Based Sec. 8		MR = Market Rent
PB = Project-based Section 8				
TB = Tenant-based Section 8				
MR = Market-rent				

FOR YOUR INFORMATION ONLY

**Housing Authority - County of Los Angeles**

January 28, 2009

FOR YOUR INFORMATION ONLY

TO: Housing Commissioners

FROM: Bobbette A. Glover *Bobbette A. Glover*  
Assistant Executive Director

**SUBJECT: ADHERENCE TO UNIFORM PUBLIC HEARING PROTOCOLS**

Attached is a memorandum from the Chief Executive Office, William T Fujioka, detailing the protocols for the conduct of County Commission meetings. It addresses how to handle members of the public in the following areas:

- disruptive conduct and the removal from Commission meetings
- requests to address the Commission on agenda items
- use of cell telephones during meetings
- public comment on non-agenda items

It appears that your meetings fully comply with these instructions. However, any additional items will be addressed in the next revision to the Housing Commission by-laws.

Attachment



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

**WILLIAM T FUJIOKA**  
Chief Executive Officer

October 6, 2008

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**ADHERANCE TO UNIFORM PUBLIC HEARING PROTOCOLS**

On September 16, 2008, the Board approved the recommendation by the Chief Executive Officer (CEO) and the Executive Officer of the Board of Supervisors to approve the protocols pertaining to the conduct of Commission meetings. Amendments were made to allow the Chair to adjust the time allowed for the speaker as needed. In addition, the Board instructed the CEO and the Executive Officer of the Board of Supervisors to notify and ensure that all Commissions adhere to these protocols.

We are asking for your assistance in notifying the Commissions you work with to ensure that the Commissions are notified of the attached protocols (Attachment I) and that they adhere to these protocols. A copy of the "Speaker Request Card", currently used for the Board of Supervisors meetings, is also attached (Attachment II) as a sample for each Commission to use in developing its own speaker cards. The protocols will be reviewed after six months to ensure they are appropriate and applicable.

We very much appreciate your cooperation and assistance in working with your Commissions to ensure adherence to these protocols. If you have any questions, please contact Ellen Sandt at (213)974-1186 or your staff may contact James Yun at (213)893-2072.

WTF:ES  
GS:JY:ef

Attachments (s)

c: Each Supervisor  
Each Deputy Chief Executive Officer

K:\Letters to Department Heads, word\10.06.08 OPS\_BM\_ Adhrerance to uniform public hearing protocols.doc

*"To Enrich Lives Through Effective And Caring Service"*

**Please Conserve Paper – This Document and Copies are Two-Sided  
Intra-County Correspondence Sent Electronically Only**

**DUTIES AND POWERS OF COMMISSION CHAIR:** The Chair shall possess the powers, and perform the duties prescribed, as follows.

- a. Have general direction over the meeting and assign seats for the use of the members;
  - b. Preserve order and decorum; prevent demonstrations; order removed from the meeting any person whose conduct he/she deems objectionable; and order the meeting room cleared whenever he/she shall deem it necessary (Government Code Section 54957.9, see Appendix);
  - c. Assure that attendants of the public at meetings shall be limited to that number which can be accommodated by the seating facilities regularly maintained therein. No standees shall be permitted;
  - d. Allocate the length of time for public discussion of any matter in advance of such discussion, with the concurrence of the Commission;
  - e. Allocate equal time to opposing sides insofar as possible taking into account the number of persons requesting to be heard on any side;
  - f. Limit the amount of time that a person may address the Commission during a public discussion period in order to accommodate those persons desiring to speak and to facilitate the business of the Commission.
- **REMOVAL FROM COMMISSION MEETINGS.** At the discretion of the Chair or upon vote of the Commission, Chair may order removed from the meeting any person who commits the following acts of disruptive conduct in respect to a regular, adjourned regular or special meeting of the Commission:
- a. Disorderly, contemptuous or insolent behavior toward the Commission or any member thereof, tending to interrupt the due and orderly course of said meeting;
  - b. A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting;
  - c. Disobedience of any lawful order of the Chair, which shall include an order to be seated or to refrain from addressing the Commission;
  - d. Any other unlawful interference with the due and orderly course of said meeting; and
- Any person so removed shall be excluded from further attendance at the meeting from which he/she has been removed, unless permission to attend is granted upon motion adopted by a majority vote of the Commission.
- e. In addition, any person so removed on the basis of disruptive conduct described above may not be allowed to address the Commission for up to a maximum of ninety (90) days. The period of prohibition from addressing the Commission will be determined by the Commission Chair, or the Commission upon a vote, based on the number and severity of prior incidents of disruptive conduct.
- **REQUESTS TO ADDRESS THE COMMISSION ON AN AGENDA ITEM.** A person requesting to address the Commission will be allowed a total of three (3) minutes per meeting unless the time is adjusted by the Chair as deemed appropriate given the nature of the matter. Requests to be heard must be submitted to the Commission staff through the use of an approved "Speaker Request" form before the item is called. Any individual found to have engaged in disruptive conduct, as defined above, may be prohibited from addressing the Commission at future meetings as set forth above.

Speaker Request forms shall request the following information from the constituent:

- The name of the Board, Commission or Committee
  - Agenda item number to be discussed or Public Comment
  - If the constituent is in favor/opposed to the agenda item
  - Constituent's name
  - Constituent's telephone number (optional)
  - Constituent's address (optional)
  - Name of organization (if applicable)
  - A brief summary of the constituent's position on the matter
- **ADDRESSING THE COMMISSION.** No person shall address the Commission until he/she has first been recognized by the Chair. The decision of the Chair to recognize or not recognize a person may be changed by order of the Commission. All persons addressing the Commission shall give their name for the purpose of the record. The Chair may, in the interest of facilitating the business of the Commission, limit or expand the amount of time which a person may use in addressing the Commission.
  - **USE OF CELL PHONES AND PAGERS DURING BOARD MEETINGS.** All pagers and cell phones belonging to the public, press or County personnel must be placed on vibrate mode or be turned off while a Commission meeting is in session.
  - **PUBLIC COMMENT - NON-AGENDA ITEMS.** Notwithstanding any other provision of these rules, members of the public shall have the right to address the Commission on items of interest which are within the subject matter jurisdiction of the Commission. A person requesting to address the Commission on a non-agenda item will be allowed up to three (3) minutes per meeting. A person addressing the Commission shall avoid personalities on an agenda or non-agenda item. Any individual found to exhibit disruptive conduct, as defined above, may be prohibited from addressing the Commission on agenda items and during public comment at future meetings as set forth above.
- ROBERT'S RULES OF ORDER.** The proceedings of the Commission shall be governed by the provisions of law applicable thereto and, except as herein otherwise provided, by Robert's Rules of Order, newly revised. Provided, further, that the failure to follow the Rules of Order or these rules shall not invalidate any action taken.



**REQUEST TO ADDRESS  
THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES**  
SACHI A. HAMAI  
EXECUTIVE OFFICER

AGENDA NO. \_\_\_\_\_

FAVOR ☐ OPPOSE ☐PUBLIC COMMENT ☐ OTHER ☐  
AGENDA ITEM

NAME (PLEASE PRINT) \_\_\_\_\_

PHONE NUMBER  
(     ) \_\_\_\_\_ADDRESS \_\_\_\_\_  
(THIS INFORMATION IS OPTIONAL)

NAME OF ORGANIZATION REPRESENTED (IF APPLICABLE) \_\_\_\_\_

PLEASE PROVIDE A BRIEF SUMMARY OF YOUR POSITION ON THIS MATTER.  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** Pursuant to Section 38 of the Rules of the Board, you are hereby advised that if you are here to address the Board regarding a confidential dependency matter under the supervision of the Department of Children and Family Services, you are not to disclose any case identifying information which is made confidential under the provisions of Welfare and Institutions Code Sections 827 and 10850. You are further advised that such a matter is not within the subject matter jurisdiction of the Board, that it is not within the power of the Board to alter the outcome of a court matter and that because of confidentiality laws, the Board may not comment on any such matter. You are requested to forward your comments in writing to the Director of the Children and Family Services Department, 425 Shatto Place, Los Angeles, CA 90020.

bcrreq.doc 4/2008

**Housing Authority - County of Los Angeles**

FOR YOUR INFORMATION ONLY

January 16, 2009

To: Each Supervisor

From: Corde Carrillo, Acting Executive Director



**SUBJECT: MONTHLY PROGRESS REPORT ON THE SECTION 8 PROGRAM**

---

On March 13, 2007 your Board instructed the Housing Authority to report monthly on the progress to remove the Section 8 program from its Troubled status under Section 8 Management Assessment Program (SEMAP). On June 17, 2008, your Board directed the Housing Authority to report on progress made in obtaining HUD VASH (Veterans Affairs Supportive Housing Program) vouchers.

This report covers activities for the period between December 15, 2008 and January 14, 2009, and provides information on the following:

- Lease-up
- Annual Reexaminations
- Inspections
- HUD OIG Audit Report on Tenant Eligibility and Annual Reexaminations
- HUD OIG Audit on Financial Systems
- Corrective Action Plan for FYE 2006
- Corrective Action Plan for FYE 2007
- Performance Results for FYE 2008
- Los Angeles Housing Resource Center
- Call Center
- HUD - VASH Vouchers

**Lease-up, Annual Reexaminations and Inspections**

Our voucher allocation is 20,876 and we are currently leased up at a rate of 97.4%. We are at a 4% delinquency rate for our inspections, and are at an 11% delinquency rate for our annual reexaminations that are 14 months or more overdue. The delinquency rates are being addressed by assigning additional staff to this function, who continue to make progress on reducing HACoLA's delinquencies.

HACoLA's data is pulled from HUD's data reporting system, the Public and Indian Housing Information Center (PIC), which is used to obtain SEMAP performance status.

**HUD OIG Audit on Tenant Eligibility and Annual Reexaminations**

As previously reported, HUD notified HACoLA in a letter dated October 23, 2008 that a management decision had been made pertaining to Recommendation 1M in the above-cited

Each Supervisor  
January 16, 2009  
Page Two

Audit. The recommendation required HACoLA to reimburse HUD 10% (\$3,662,972) of our administrative fee for fiscal years 2005 and 2006 for not adequately administering our Section 8 program.

The notice goes on to explain that after further review, HUD has agreed to reduce the above amount to \$1 million. This amount was to be paid to HUD by November 30, 2008.

On November 19, 2008, HACoLA submitted a response letter to HUD requesting reconsideration of the decision and allowing HACoLA to reinvest this amount back into the program, minimizing the harm of this sanction to low-income families.

As previously reported, HUD responded to our request in a letter dated December 8, 2008. After careful consideration by HUD, HACoLA's request has been denied due to HUD's reduction of the original amount, reflecting concerns HUD had previously raised. HACoLA will be required to reimburse HUD the stated amount from our administrative fees for fiscal years 2005 and 2006 for not adequately administering our Section 8 program.

HACoLA is currently negotiating a payment plan; I will keep your Board informed as it becomes finalized.

#### **HUD OIG Financial Audit**

The HUD financial audit to determine whether Section 8 funds were spent in accordance with HUD rules and regulations began the week of January 5; it is expected to last approximately 6 months.

I will keep you periodically informed of the progress made and any recommended actions.

#### **Corrective Action Plan (CAP) for FYE 2006**

To date, one member of the Housing Advisory Board is pending completion of the training as required by the Corrective Action Plan for FYE 2006. As I previously reported, HUD has closed all other items of this CAP.

#### **Corrective Action Plan (CAP) for FYE 2007**

As previously reported, based on the results of HUD's onsite confirmatory review there was a reduction of SEMAP points for specific indicators, which resulted in a Troubled rating for fiscal year ending June 30, 2007. As a result, HACoLA and HUD finalized a CAP that was approved by your Board on December 16, 2008.

The first submittal of the CAP is due January 20, 2009, with subsequent submittals due the 15<sup>th</sup> of every month. We expect all items for the CAP to be closed by June 2009.



Each Supervisor  
January 16, 2009  
Page Three

**Performance Results for FYE 2008**

HUD has confirmed that their on-site confirmatory review for FYE 2008 will be conducted the week of January 26, 2009. HACoLA expects a SEMAP score of 108 points for FYE 2008. This is 21 points above the minimum required (87 points) for a standard rating.

**Los Angeles Housing Resource Center (formerly Socialserve.com)**

For a 28-day period between December 13 and January 10, 2008, the Los Angeles Housing Resource Center averaged 7,014 total listings; there were 4,513 participating landlords, and 104,313 housing searches conducted.

**Call Center**

Our call center averaged a weekly total of 2,034 calls, with an overall total for the period between December 16, 2008 and January 13, 2009 of 8,134 calls. The average hold time was 2 minutes, 17 seconds.

**HUD-VASH Vouchers**

While we continue to work with the City of Long Beach and the Housing Authority of the City of Los Angeles (HACLA), who received 70 and 840 vouchers respectively, our status remains unchanged from last month's progress report.

Please contact me should you have any questions or need additional information.

CDC:ML

c: Lari Sheehan, Deputy Chief Executive Officer  
Sachi A. Hamai, Executive Officer/Clerk Board of Supervisors  
Each Deputy

**Housing Authority - County of Los Angeles**

FOR YOUR INFORMATION ONLY

January 28, 2009

TO: Housing Commissioners

FROM: Margarita Lares, Director  
Assisted Housing Division

RE: **THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM**

**FSS Program Update for January**

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to promote the development of local strategies to enable families both in public housing and the Housing Choice Voucher Program to achieve economic independence and self-sufficiency.

This report is provided to the Housing Authority of the County of Los Angeles Housing Commissioners on a monthly basis.

**FSS Program Update for December**

- The Family Self Sufficiency staff continued its ongoing recruitment efforts, with a total of 6 new applicants, all of whom were eligible for the Family Self Sufficiency Program.
- Staff enrolled 5 new participants.
- FSS staff received 2 additional requests to graduate from the Family Self Sufficiency program.
- Staff continued to coordinate partnership activities with the Southeast Area Social Services Funding Authority (SASSFA), HUB Cities, and L.A. Works WorkSource Centers.
- Resource information on the WorkSource Network and Adult Education was disseminated during recruitment and case management activities.
- FSS Staff continued its efforts for the annual toy drive sponsored jointly by the Family Self Sufficiency program, Special Programs Unit, Assisted Housing Division and the Community Development Commission.

- Staff identified Family Self Sufficiency and Special Programs participant families with children in areas served by both the Santa Fe Springs office and the Palmdale office.
- Staff members did coordinate with the Community Development Commission, the United States Marine Corps Toys for Tots Drive, and Assisted Housing staff to collect toys for the annual toy drive.
- The Family Self Sufficiency staff conducted the annual Toy Give Away, distributing toys to over 65 FSS, Special Programs and other low-income families.
- Due to a generous contribution by Assisted Housing management, the Family Self Sufficiency program was able to increase the scope of the Christmas toy distribution by providing boxes of food to needy participants.
- FSS Staff referred 13 FSS participants to WorkSource Centers for job search and resume writing and review assistance during the holiday season.
- Resource information for employment opportunities, budgeting, money saving plans, and homeownership workshops were disseminated to 37 FSS participants.
- FSS staff referred 2 FSS participant to the CDC Home Ownership Program (HOP) per the tenant's request.

### **Graduates**

The FSS Program staff conducted two graduation ceremonies in December, graduating 4 successful participants; therefore, the number of successful graduates for fiscal year 2008 – 2009 is eighteen, including three participants who have reached the goal of incomes above 30% of Fair Market Rent.

If you have any questions, please feel free to contact me at (562) 347-4837.

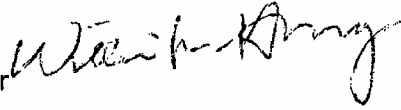
ML:WB:RM:dt

**Community Development Commission**

December 26, 2008

FOR YOUR INFORMATION ONLY

TO: Directors and Managers  
FROM: William K. Huang, Acting Executive Director



**SUBJECT: IMPLEMENTATION OF THE COUNTY GREEN BUILDING ORDINANCES**

The purpose of this memorandum is to inform everyone of the new Green Building Program that the County has adopted. Three (3) ordinances represent the Program (Green Building, Drought-Tolerant Landscaping, and Low-Impact Development) and focus on the different aspects of the building process. They were designed to meet the goals of the Supervisors as well as the requirements of Assembly Bill 32, *the California Global Warming Solutions Act of 2006*, the 2008 changes to State Title 24, Part VI, *the California Building Standards*, and the 2009 California Environmental Quality Act updates. Further information regarding the requirements of the Los Angeles County Green Building Ordinances is found in the attached overview.

A County Green Building Task Force was formed with staff from the Community Development Commission (CDC) and the Departments of Regional Planning, Public Works, Parks and Recreation, and Fire for the purpose of developing the Green Building Ordinances that were adopted by the Board of Supervisors on October 7, 2008. They go into effect on January 1, 2009, and apply to all new construction located within the unincorporated areas of the County. I have selected Brian Talbot, Environmental Specialist, of the Community Development Block Grant Division's Environmental Services Unit as the CDC's representative to the County's Green Building Task Force.

On January 15, 2009, staff from the Departments of Regional Planning and Public Works will discuss applicability and compliance issues with CDC staff. The meeting will be held at the CDC from 10:00 a.m. to 12:00 p.m. in the Commission Room. In the future, Brian will be able to provide staff with direction or explanation of the County's new Green Building Program.

Additionally, there are several environmentally-related issues and tasks that are new to CDC divisions for 2009. Brian is planning to convene a meeting and form a "CDC Green Committee" comprised of CDC staff that have a background, experience, or an interest in environmental issues, that are implementing green environmental policies, and that are involved in aspects of green building/energy efficiency issues (including those responsible for ordering supplies and materials). It is important to ensure that the CDC maintains consistency throughout all divisions while implementing new 'green' requirements and policies, and the meeting will serve to centralize staffs who are involved with this particular field at various levels. Although a specific meeting date has yet to be designated, we expect the meeting to be held in late January 2009. Please e-mail Brian **by January 12, 2009** and provide him with the names of the staff members you would like to designate to serve on this committee.

If you would like more information regarding the new environmentally-related requirements for 2009, please contact Brian at (323) 838-5042 or Donald Dean, Environmental Officer, at (323) 890-7186. Thank you for your support in this effort.

TG:LJ:HR:BT:rb

K:\CDBG Common\BG\Environmental\Global Warming Materials\CDC- Internal Information\Memo to Management\green building memo 12 08 V

Attachment

## Overview of Los Angeles County Green Building Ordinances

### History

On January 16, 2007, the Los Angeles County Board of Supervisors adopted Green Building guidelines to be applied to the construction of all future County-owned buildings. The Board also gave direction to County Departments, led by Regional Planning's Ordinance Section, to create ordinances that would meet the goals of the Supervisors as well as the requirements of the forthcoming State Assembly Bill (AB) 32, *the California Global Warming Solutions Act of 2006*. Representatives from the Community Development Commission (CDC) and the Departments of Regional Planning (DRP), Public Works (DPW), Parks and Recreation (DPR), and Fire, jointly called the County Green Building Task Force, developed the ordinances over the next year and a half. They were adopted unanimously by the Supervisors on October 7, 2008, with only comments of support from those who addressed the Board.

The requirements will go into effect on January 1, 2009 (with additional requirements going into effect on January 1, 2010, including third-party certification or the equivalent). Construction of all building types and sizes located in the unincorporated areas of the County must comply with these requirements. On a related note, all CDC projects will need to show that an increased effort is being made to address the climate change issue and that the amount of greenhouse gases produced by each project is mitigated. It is recommended to use the County guidelines for projects located in different jurisdictions. The ordinances were designed to meet the 2008 changes to (state) Title 24, Part 6 as well as the 2009 California Environmental Quality Act updates.

The three (3) ordinances focus on different aspects of the building process within Los Angeles County: 1. Green Building, 2. Drought-Tolerant Landscaping, and 3. Low-Impact Development.

### 1. Green Building

The Green Building Ordinance requires green building techniques to be applied to new construction projects. Green building practices are intended to: conserve water; conserve energy; conserve natural resources; divert waste from landfills; minimize impacts to existing infrastructure; and promote a healthier environment, including Indoor Air Quality.

The County of Los Angeles Green Building Standards includes the following criteria and are summarized directly from the ordinances:

1. Energy Conservation- Buildings shall be designed to consume at least 15% less Time Dependent Valuation than the energy usage permitted by the 2005 California Energy Efficiency Standards.
2. Outdoor Water Conservation- Landscaped areas (or designed for future landscaping) shall use only smart irrigation controller for any area.
3. Indoor Water Conservation- Residential buildings with  $\geq$  five (5) units and non-residential buildings with a gross floor area of 10,000 sq. ft. or more shall install high-efficiency toilets (maximum 1.28 gallons/flush).
4. Resource Conservation- 1. Residential buildings with  $<$  five (5) units and non-residential buildings with a gross floor area of less than 10,000 sq. ft. must recycle and/or reuse a minimum of 50% of construction debris. 2. Residential buildings with  $\geq$  five (5) units and non-residential buildings with a gross floor area of more than 10,000 sq. ft. must recycle and/or reuse a minimum of 65% of construction debris.

5. Tree Planting- Each new building will plant and maintain the following number of trees, based on the size of the structure; a certain percentage of trees, as indicated, must be chosen from the Drought-Tolerant Species List (List).
  - a. Single-Family Residences: two (2) 15-gallon trees, at least one (1) from the List;
  - b. Residential Lot with > one (1) unit: one (1) 15-gallon tree per every 5,000 sq. ft. of gross lot area; at least 50% shall be chosen from the List;
  - c. Hotels/motels, Lodging Houses, and Non-Residential: three (3) 15-gallon trees shall be planted for every 10,000 sq. ft of gross area, at least 65% of which being chosen from the List.
6. Exceptions- Exemptions apply in certain, very specific situations, such as the site itself making the requirements impractical (this needs to be approved by the Director of DRP), or the project is not required to comply with energy efficiency standards under Title 24, Part 6, *California's Energy Efficiency Standards for Residential and Non-Residential Buildings*.

Coordination with other County Departments

Approval by DRP will be concept approval only; final approval of Green Building requirements will be made by DPW.

DRP- Green Building requirements shall be depicted on the required site plan per Part 12 of Section 22.56.

DPW- The applicant shall demonstrate compliance with the provisions to the satisfaction of the DPW through the design and construction of the required Green Building measures prior to final approval of the building permit.

1. The building design submittal to the DPW shall show all of the building elements that will be used to achieve the required level of third-party certification (starting 2010) or equivalency of third-party certification.

There are varying levels of compliance based on the size of the structure, as follows in the table below:

<b>TABLE 22.52.1930-1</b> <b>GREEN BUILDING REQUIREMENTS FOR NEW RESIDENTIAL AND NON-RESIDENTIAL BUILDINGS</b> <b>IN THE COUNTY OF LOS ANGELES UNINCORPORATED AREAS</b>			
	<u>Project Description</u>	<b>Building Permit Application Filed on or After January 1, 2009 and Before January 1, 2010</b>	<b>Building Permit Application Filed on or After January 1, 2010</b>
1	New residential projects containing < five (5) dwelling units	County of L.A. Green Building Standards	County of L.A. Green Building Standards
2	New residential projects containing ≥ five (5) dwelling units	County of L.A. Green Building Standards	County of L.A. Green Building Standards, GreenPoint Rated, California Green Builder, or LEED

3	New hotels, lodging houses, non-residential, and mixed use buildings with a gross floor area of < 10,000 sq. ft.	County of L.A. Green Building Standards	County of L.A. Green Building Standards
4	New hotels, lodging houses, non-residential, and mixed use buildings with a gross floor area of ≥ 10,000 sq. ft. and < 25,000 sq. ft.	County of L.A. Green Building Standards	County of L.A. Green Building Standards and LEED - Certified Level
5	New hotels, lodging houses, non-residential, and mixed use buildings with a gross floor area of ≥ 25,000	County of L.A. Green Building Standards	County of L.A. Green Building Standards and LEED - Silver Level
6	New high-rise buildings > 75 ft. in height	County of L.A. Green Building Standards	County of L.A. Green Building Standards and LEED - Silver Level

## **2. Drought-Tolerant Landscaping**

The site or plot plans shall depict or list the drought-tolerant landscaping requirements that will be incorporated into the project.

Landscaping requirements shall be depicted on the required site plan, per Part 12 of Section 22.56. The total landscaped area shall comply with the following:

- A. A minimum of 75% of the total landscaped area shall be plants as specified within the Drought-Tolerant Approved Plant List.
- B. Turf shall be limited to a maximum of 25% of the total landscaped area.
- C. Plants shall be grouped in hydrozones in accordance with their respective water, cultural (soil, climate, sun, and light) and maintenance needs.
- D. Single-family residences shall meet the following requirements:
  1. The grass species planted in the total landscaped area in addition to the rear or side yards are water-efficient and have a plant factor of 0.8 or less. A list of species that meet this requirement is found in the Green Building Technical Manual.
  2. The total landscaped area in addition to the rear and side yards shall not contain more than 5,000 sq. ft. of turf.
  3. Turf shall not be installed in areas less than five (5) ft. wide (*this requirement focuses mainly on the area between the sidewalk and the street, one of the main causes of stormwater runoff*).

A covenant shall be recorded at the Office of the County Registrar Recorder/County Clerk stating that the owner is aware of the drought-tolerant landscaping requirements on the property.

## **Exemptions**

There are certain exemptions to these requirements, including registered historic sites, recreational (public) lawns, a manufactured cut or fill slope exceeding or equal to a gradient of 3:1, and areas permanently and solely dedicated to edible plants.

### **3. Low-Impact Development (LID)**

LID builds on conventional design strategies by utilizing every softscape (landscaped area) and hardscape (paved surfaces) involved in the project to perform a beneficial hydrologic function by retaining, detaining, storing, changing the timing of, or filtering stormwater and urban runoff. LID encompasses the use of structural devices, engineered systems, vegetated natural designs, and education in order to distribute stormwater and urban runoff across a development site.

#### **Procedure**

A comprehensive LID Plan demonstrating compliance with the LID Standards Manual shall be submitted for the review and approval by DPW. A fee and deposit to recover costs associated with this plan review shall be required. The LID plan must be approved prior to issuance of a grading permit or, where a grading permit is not required, prior to the issuance of a building permit. All grading and/or site drainage plans shall incorporate the features of the approved LID plan.

#### **Existing Buildings**

1. Alteration  $\geq$  50% or more of the impervious existing surfaces = entire development shall meet the standards and requirements of this chapter,
2. Alteration  $<$  50% of the impervious existing surfaces = only the alteration must meet the standards and requirements of this chapter, and
3. Alteration  $<$  50% of the impervious existing surfaces of a residential development of four (4) units or less = exempt.

A covenant or agreement (with diagram and description) shall be recorded at the Office of the County Registrar Recorder/County Clerk stating that the owner is aware of the low impact development features on the property.

- For subdivisions, said covenant or agreement shall be recorded prior to the final map approval.
- For all other projects, said covenant or agreement shall be recorded prior to issuance of a grading permit or, where a grading permit is not required, prior to the issuance of a building permit.

#### **Exemptions**

The ordinance does not apply to Road or Flood Infrastructure projects.

**NOTE:** *The standards referenced in the Draft LID Technical Manual have not yet been finalized (as of 12/23/08).*